



DEVELOPMENTAL DISABILITIES PLANNING COUNCIL MINUTES

Final Draft

September 16, 2010

9:00 a.m. – 12:00 p.m.

Arizona Department of Administration

100 North 15th Avenue, Phoenix, Arizona 85007

A meeting of the Developmental Disabilities Planning Council (DDPC) was convened on September 16, 2010 at the Arizona Department of Administration, Third Floor Conference Room, 100 North 15th Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Stephen W. Tully, Chair	David Copins - Telephone
Karla Phillips, Vice-Chair	Greg Devorce
Barbara Brent - Telephone	John Eckhardt
Susie Cannata	Joyce Millard Hoie
Richard Carroll - Telephone	Edward Myers
Collette Chapman	Charles Ryan
Leslie Cohen	Rosemarie Strout
Monica Cooper – Telephone	

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	John Black
Roberta Blyth	David Cutty
Marcella Crane	Will Humble
Martha Lynch, Grants Consultant	Tim Martin
	Elmer Saufkie
	Rhonda Webb

A. Call to Order

Chairperson Tully called the Developmental Disabilities Planning Council (DDPC or Council) meeting to order and welcomed all members and guests at 9:10 am.

- Conflicts of Interest:
 - Chairman Tully asked that all members with a potential conflict of interest with any of the funding proposals please address those conflicts at the time of discussion.

B. Approval of Minutes

- May 21, 2010**

- Motion to approve was made by Edward Myers
- Motion seconded by Charles Ryan
- Motion carried

C. Administrative Planning Standing Committee Updates

Edward Myers, Standing Committee Chair, reviewed and explained the revised DDPC Policies and Operations Manual. The main changes to the Manual include:

- Contact with the Media: Members discussed the difference between the position of the Council and the opinion of an individual member.
- Lobbying: Members of the Council may not lobby on behalf of the Council. Lobbying is strictly prohibited by the Department of Health and Human Services, Administration on Developmental Disabilities.
- Mr. Myers made a recommendation that the full Council approve the DDPC Daily Operations Manual as amended by the Administrative/Planning Standing Committee.
 - Motion to approve was made by Edward Myers.
 - Motion seconded by Charles Ryan.
 - Discussion: Members expressed their gratitude to Edward Myers for providing his expertise regarding the Manual.
 - Manual will be reviewed on an annual basis.
 - Motion carried.

D. Fiscal Update

- **Budget/Expenditure Update** - Roberta Blyth, DDPC Fiscal Manager, presented a budget and expenditure update.
- **FFY 2009 Funds Update** – An update on remaining Federal Fiscal Year (FFY) 2009 funds was presented to the Council. FFY 2009 funds must be obligation by September 30, 2010 and fully spent by September 30, 2011.

E. Grants Review Standing Committee Update

- Larry Clausen, DDPC Executive Director, reviewed the section of the Bylaws which pertain to conflicts of interest.
- Members of the Council disclosed any perceived or real conflicts of interest based on the list of potential grantees and contractors:
 - Leslie Cohen disclosed that the Sonoran UCEDD submitted an application in response to the DDPC's Request for Grant Application (RFGA), and will abstain from voting if considered for funding.
 - Edward Myers notified the Council that he will abstain from voting for the Arizona Center for Disability Law (ACDL) Legal Options Manual funding proposal, as the Council's ACDL representative.
 - Joyce Millard Hoie disclosed that Raising Special Kids has contracts with Pilot Parents of Southern Arizona, the Arizona Department of Education (ADE), and a pending contract with the Institute for Human Development (IHD). Raising Special Kids will not benefit financially from any of the funding proposals with these organizations.
 - Susie Cannata disclosed that she has a contract with ADE, but will not benefit financially from the DDPC funding proposal with ADE.
 - Colette Chapman notified the Council that she will abstain from voting for the ADE Transition Conference funding proposal, as the Council's ADE representative.
 - Richard Carroll notified the Council that he will abstain from voting for the IHD Positive Behavior Supports funding proposal, as the Council's IHD representative.
 - Barbara Brent notified the Council that she did not see any conflict of interest with the Department of Economic Security, Division of Developmental Disabilities and the DDPC funding proposals.
- RFGA Grants Review – In order to review recommendations from the RFGA Evaluation Committee and in accordance with A.R.S. § 38-431.03 (A)(2), the DDPC entered into Executive Session.

- Motion to enter into Executive Session made by Edward Myers.
- Motion seconded by Joyce Millard Hoie.
- Motion carried, and the Council entered into Executive Session at 9:36 a.m.

Per A.R.S. § 38-431.03 (A)(2), Executive Session Minutes are not public documents.

- A motion to end Executive Session was made by Edward Myers.
 - Motion seconded by Colette Chapman.
 - Motion carried, and the Council ended Executive Session at 10:03 a.m.
- At the conclusion of Executive Session, four RFGA proposals were brought to a vote, two applications address Quality Assurance/Advocacy and two applications address Housing. Each contract will be in place from October 1, 2010 through June 30, 2011.
 - A motion to approve the Best Buddies (Quality Assurance/Advocacy) proposal for funding was made by John Eckhardt.
 - Motion seconded by Edward Myers.
 - Motion carried.
 - A motion to approve the Pilot Parents of Southern Arizona (Quality Assurance/Advocacy) proposal for funding was made by John Eckhardt.
 - Motion seconded by Karla Phillips.
 - Motion carried.
 - A motion to approve the Native American Disability Law (Housing) proposal for funding was made by John Eckhardt.
 - Motion seconded by Colette Chapman.
 - Motion carried.
 - A motion to approve the Sonoran UCEDD (Housing) proposal for funding was made by John Eckhardt.
 - Leslie Cohen recused herself from voting, and momentarily left the room for discussion.
 - Motion seconded by Edward Myers.
 - Abstentions: Barbara Brent abstained from voting.
 - Motion carried.
 - Council members reviewed the following contracts. If approved these five contracts will be established by an Interagency Service Agreement (ISA) or a Non Practical to Quote (NPTQ). Below is the summary:
 1. Arizona Center for Disability Law is requesting \$45,823 to revise the 2004 Legal Options Manual for families, consumers and caregivers. A NPTQ contract is established as the AZ Center for Disability Law is the only entity that has the legal expertise, information and coordination in place to update the manual. Once the manual is updated, it will be available in both English and Spanish, in print format and available on multiple websites; training in five unserved/underserved populations will also take place. The NPTQ will be in place from October 1, 2010 through September 30, 2011.

- A motion to approve the NPTQ with the AZ Center for Disability Law, to update the Legal Options Manual, was made by Karla Phillips.
 - Edward Myers recused himself from voting, and momentarily left the room during discussion.
 - Motion seconded by Charles Ryan.
 - Discussion: Joyce Millard Hoie stated this is a good project to fund as she uses the Manual to provide information to families. Leslie Cohen agreed with Joyce.
 - Motion carried.
2. An ISA is established with the Arizona Attorney General's Office for \$4,800 to provide legal service and representation to the Council. The amount is based on an estimate of 30 hours per quarter of service to the Council. The ISA will be in place from October 1, 2010 through June 30, 2011.
- A motion to approve the ISA with the AZ Attorney General's Office, to provide legal service to the Council, was made by Susie Cannata.
 - Motion seconded by Karla Phillips.
 - Motion carried.
3. An ISA is established with the Arizona Department of Exceptional Student Services to support Arizona's "Tenth Annual Transition Conference, 'Designing the Future'" scheduled for September 20-22, 2010. The Council will provide \$1,000 in scholarship funding that allows eight (8) individual youth, family or personal care attendant registration to the conference. The ISA will end on October 31, 2010 with a final report from ADE to the Council on the success of the conference.
- A motion to approve the ISA with the AZ Department of Education, providing scholarship funding for the transition conference, was made by Leslie Cohen.
 - Colette Chapman recused herself from voting, and momentarily left the room during discussion.
 - Motion seconded by Joyce Millard Hoie.
 - Motion carried.
4. A draft ISA is established with the University of Arizona, Sonoran UCEED to support the expansion of Project SEARCH into Maricopa County for \$21,583. The program provides training and competitive employment for high school students with developmental disabilities, preparing them to transition from secondary education to the community. Project SEARCH is currently in place in Pima County; the current project coordinator will take the lead in facilitating the program expansion with the DDPC's Executive Director. The ISA will be in place from October 1, 2010 through September 30, 2011.
- A motion to approve the ISA with the University of Arizona, Sonoran UCEDD, to expand Project SEARCH, was made by Joyce Millard Hoie.
 - Leslie Cohen recused herself from voting, and momentarily left the room during discussion.
 - Motion seconded by Susie Cannata.
 - Discussion: Several members would have liked to see the actual proposal and budget and not just a summary. So noted, and for future deliberation by the Council on funding requests, all information will be provided ahead of time. Karla Phillips requested Leslie Cohen to answer a few questions about the program; all questions were answered pertaining to budget, usage of the Council's Executive Director expected time devoted to the program, and first year outcomes.

- Motion carried.

5. A draft ISA is established with Northern Arizona University, Institute for Human Development-UCEDD to support the creation of an infrastructure for expanding capacity and establishing a system to implement Positive Behavior Supports (PBS) training and technical assistance to Public Education Agencies (schools), parents and advocates. Implementation of PBS will provide schools an alternative to restraint and seclusion methods used for management of challenging behaviors demonstrated by students with developmental disabilities in the school environment. The requested amount is \$74,992 and the ISA will be in place from October 1, 2010 to June 30, 2011.

Leslie stated that the Sonoran UCEDD will provide support on this plan, but will receive no funds. Joyce Millard Hoie and Dr. Rich Carroll will recuse themselves from voting. It was noted that we would still have a quorum.

Much discussion took place between Council members and with Dr. Rich Carroll and Dan Davidson, project manager for PBS. General comments and questions that Council members stated include the following:

- If the task force on Best Practices in Special Education and Behavior has already developed best practice strategies around alternatives for seclusion, is this proposal creating the same type framework?
- Is there a debate in the field of education around the PBS and its effectiveness? Who are the known experts in this field and how can we tell they are experts?
- What are the roles the two subcontractors will be doing to support this ISA? What is ASU and ADE tasked with doing and for how much? Council members were under the impression that ASU has already been doing this type of work, known as Behavior Education Research and Technology (BERT) training. BERT training is currently funded through the AZ Department of Education.
- Who is the proposed subcontract with at ADE? Is it AZSAFE?
- Is the purpose of this agreement to find out which districts are participating? Also is the purpose to provide supports to school that need training?
- Is the focus of this proposal on the developmental disability community or is this a school-wide focus?
- Is this funding for infrastructure, or actual training?
- A great way to approach this idea would be to educate policymakers on PBS.
- This issue is a global need. The AZ Center for Disability Law has noted that children's IEP's (special education plans) can not be implemented because of behavior problems. Parents and teachers have a difficult time in how to address a child's difficult behavior in the classroom. It's a real concern.
- A child with a disability is not necessarily a problem child.

Dr. Rich Carroll and Dan Davidson clarified and responded to the Council members comments and questions as follows:

- Information for schools is currently available; however, there is no one-stop-shop or a single place for schools to receive ongoing support. PBIS.org is a good resource for a general overview of Positive Behavior Support. There is currently over 11,000 schools implementing PBIS with positive results. In response to ASU's efforts, BERT is one entity that is available to schools. As the proposed project is written, ASU would be a

subcontractor for the clearinghouse portion of the grant. What the network was hoping to do, would be more inclusive and to reach out to schools not currently part of BERT.

- The subcontractor with ADE/AZSAFE currently has a tool that tracks incidences of violence, drugs, etc. The tool has been revised to help track discipline referrals, and could track instances of student restraint.
- There is a need to define what the implementation of PBS means in schools. In addition, schools need support and training.
- This project will be a school-wide focus. Schools have different climates, etc. Some schools actively teach what type of behavior is acceptable, some schools only punish students for not behaving correctly. The first step would be to change the school climate and to teach what is meant by appropriate behavior for students.
- This request for funding is for the development of the infrastructure and clearing house. Schools would have to pay for training. Dan Davidson stated the subcontract with ADE/AZSAFE is to revise their tracking tool so that schools can track instances of seclusion and restraint. The subcontract with ASU is for technical support to setup the clearinghouse of information.

Rich Carroll recused himself from voting, and left the conference call. Dan Davidson, Project Manager for PBS also left the conference call during discussion. Joyce Millard Hoie recused herself from the vote.

- A motion to approve the ISA with the Northern Arizona University, IHD-UCEDD, for establishment of PBS Project, was made by Susie Cannata.
- Motion seconded by Leslie Cohen.

Discussion items included:

1. Does the project align with the DDPC mission?
 2. The proposal lacks clarity of how dollars awarded will be allocated.
 3. The specific outcomes of the project are not clear.
 4. The project proposal does not adequately address whether funded activities will be duplicative of existing efforts aimed at issues of restraints and seclusion.
 5. The complete functions of the IHD in carrying out activities and use of subcontractors are not clear.
- A motion was made by Chairman Tully to have the Executive Committee of the Council review an updated draft proposal and budget and to make a final decision.
 - Motion to amend the previous motion and to have the Council's Executive Committee review and vote on the PBS project.
 - Motion seconded by Rosemarie Strout.
 - No further discussion.
 - Motion carried.

F. Adjournment

Due to the time, a motion was made by Karla Phillips to adjourn. Motion was seconded by Leslie Cohen. Motion carried, and the meeting was adjourned at 12:04 p.m.